



**Solicitation Information  
May 20, 2013**

**RFP# 7465367**

**TITLE: SUBSTANCE ABUSE TESTING AND TREATMENT  
FOR OFFENDERS ON PAROLE**

**Submission Deadline: JUNE 17, 2013 AT 11:30 AM (ET)**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **June 3, 2013 at Midnight**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<b>SURETY REQUIRED: No</b>
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<b>BOND REQUIRED: No</b>
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**Gail Walsh  
Chief Buyer**

Applicants must register on line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **RFP #7465367: Substance Abuse Testing and Treatment for Offenders on Parole**

### **SECTION 1 -- INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting Requests for Proposals from qualified firms to provide comprehensive substance abuse testing and treatment for offenders being supervised under community supervision by the Department's Division of Rehabilitative Services, in accordance with the terms of this Letter of Interest (LOI) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The resulting contract will be for one year, renewable for 4 additional annual terms, at the discretion of the State. The contract will not exceed \$250,000.00 annually.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this request will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.

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7. It is intended that an award pursuant to this request will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this request will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this request will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this request.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or via e-mail at [Raymond.lambert@hr.ri.gov](mailto:Raymond.lambert@hr.ri.gov). .
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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### **SECTION 2 -- BACKGROUND AND PURPOSE**

#### **BACKGROUND**

The Rhode Island Department of Corrections' Division of Rehabilitative Services Probation and Parole Unit has jurisdiction over approximately 25,422 individuals, with just over 8,526 under active probation supervision assigned to various probation units. In addition, approximately 324 men and women are currently supervised on active parole. The Department's Division of Rehabilitative Services also oversees the Community Confinement program, which supervises approximately 153 individuals.

Offenders on parole are the primary population that this project seeks to target for substance abuse testing, education and treatment. In addition, at the Department's discretion, contracted resources may be allocated for other populations under Community Corrections, including Community Confinement, Probation, or other units. With respect to the substance abuse testing and treatment for offenders on parole, all procedures must be consistent with the Department's Policy # 28.30 DOC; entitled "Substance Abuse Testing, Sanctions and Treatment of Parolees" (attached), which is in compliance with federal drug testing guidelines. Pursuant to Chapter 23 of the General Laws of the State of Rhode Island, the Department of Corrections is authorized to provide substance abuse testing, education and treatment for offenders placed on Parole and Probation.

#### **REQUIREMENTS:**

##### **Specific Requirements:**

The general purpose of the substance abuse testing and treatment program is to establish and maintain a comprehensive program that includes drug testing, drug education, out-patient behavioral health treatment, and intensive outpatient treatment for all targeted offenders identified as needing such services. Services will be available for those who have a history of substance abuse as well as those who, during the term of their supervision on parole, utilize alcohol or illicit drugs. The Department seeks to provide an effective program of intervention and treatment for individuals under its supervision to address accountability and rehabilitation needs. The vendor must possess extensive prior experience in providing the above mentioned services while managing all relevant aspects.

**Security Requirement:** Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

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### **SECTION 3 -- SCOPE OF WORK**

#### **SCOPE OF WORK**

The vendor will develop and implement a comprehensive substance abuse testing and treatment program for offenders under community supervision by the Department of Corrections, Division of Rehabilitative Services.

The vendor will be required to provide comprehensive drug testing program to include random, for cause and mandatory urine. All offenders must be tested as directed by the Department.

The randomized selection of offenders for the random testing component will be developed by the vendor and should follow a methodology similar to the Colors Program (see attached).

All tests will be conducted in conformance with the Department's overall policy of zero tolerance for drug use by offenders under supervision by the Department. Individual test results for those who are found positive for the use of illicit substances shall be reported to the Department. The Department will impose a variety of interventions, including a number of treatment options as well as sanctions that could include modification to the offenders' community supervision requirements.

The vendor will be required to provide a range of treatment options to be available to the Department, including educational programs, out-patient services (to include intensive out-patient treatment and re-referrals after relapse). Behavioral health counseling and support shall be provided for offenders who are deemed in need of such services by the Department.

**The selected vendor must provide, at a minimum, the following services:**

#### **TESTING**

The vendor will develop and coordinate a comprehensive drug-testing program that will include regular and frequent substance abuse testing of offenders under community supervision. Parolees will be tested in compliance with the standards established in the Department's Policy #28.30 DOC; Substance Abuse Testing, Sanctions and Treatment of Parolees.#9.36-2 PBP. Among other parameters for testing, the policy specifies the frequency of testing for each category (random, for cause, and mandatory, including treatment-related). The Department will provide the vendor with the names of offenders eligible for testing. The Department will provide clients with locations and times for testing. Testing sites will be provided by the vendor. Collection of urine samples for testing shall generally take place at sites provided or arranged by the vendor. Mandatory and For Cause drug screens will be part of the treatment plan for those offenders referred to treatment by Community Corrections. The random drug screens will be initiated and coordinated by the vendor per the random drug screen protocol instituted by the vendor.

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The vendor will test all urine specimens for alcohol and the following illegal substances: barbiturates; benzodiazepines; marijuana (THC); cocaine; and opiates and *other illicit substances*. Individual client performance over time will not reduce the number of test panels.

In cases where an offender's urine specimen is determined to be positive (including presumed positives based upon diluted samples), the vendor shall provide immediate notification (telephone, fax, or email) to the Parole Supervisor and to the assigned Parole Officer when known. Immediate notification shall also be provided regarding no-shows.

If the offender challenges positive test results, the vendor will perform or arrange for the performance of confirmation testing using the Gas Chromatic Mass Spectrometer (GCMS). The cost of the confirmation tests will be the responsibility of the offender.

The vendor will maintain a comprehensive log of the urinalysis testing program using an automated spreadsheet provided by the Department. The vendor will maintain both negative and positive test findings for all offender specimens. The vendor will also maintain records on all offenders who fail to comply with scheduled testing dates as well as those offenders who dilute a sample or otherwise attempt to interfere with the drug testing process.

## **EDUCATION AND TREATMENT**

The vendor will provide an educational program that is available to all offenders identified by the Department. The vendor will provide quarterly reports describing the educational program initiatives and offender participation. This program is expected to include group orientations to substance abuse and treatment issues, and to address associated criminal thinking and behavior. Groups shall be offered at least monthly, and in at least two different communities within Rhode Island over time. Education groups shall generally take place at sites provided or arranged by the vendor.

The vendor will develop an out-patient behavioral health program consisting of individual and/or group counseling that will provide behavioral health counseling and support for offenders under community supervision who: are deemed in need of such services by the Department; have a history of substance abuse; and/or have been placed under provisional release subject to participation in a substance abuse program. Offenders who do not succeed in the out-patient treatment component will be reported immediately to the Department. The vendor will record the performance of the out-patient/behavioral health treatment program in the monthly reports prepared for the Department. These reports will include detailed information about the number of offenders referred for out-patient treatment, the numbers and percentages of successful completions of the program and the numbers and percentages of negative terminations and reasons for such.

Clients referred by the Department for education and treatment groups may be integrated with clients from other referral sources.



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### **PSYCHIATRIC EVALUATION AND MONITORING**

On occasion, an offender who has been referred for drug testing and/or treatment through the usual avenues associated with this contract may be known or suspected to have a significant untreated mental illness that would interfere substantially with the ability to benefit from drug treatment. Upon referral or approval from the Department, the contractor may have the capacity on a limited basis to provide in-house (or to arrange through cooperative relationships with other agencies) a psychiatric evaluation and if appropriate, follow-up psychiatric visits for monitoring of medication and/or other mental health treatment. Such evaluation and treatment shall be closely coordinated with any and all drug testing and/or treatment.

### **DATA MAINTENANCE AND REPORTS:**

The vendor will maintain a comprehensive log of the urinalysis testing program using automated spreadsheets provided by the Department. The vendor will report (via email) both negative and positive test findings for all offender specimens on a monthly basis to the Department's Planning and Research Unit. The spreadsheet will contain urinalysis data for all offenders tested and the substance(s) for which they tested positive for (if applicable) during a given month. The total number of screens for fiscal year 2012 was 2,986.

The vendor will report on all offenders who fail to comply with scheduled testing dates. Immediate notification (telephone, email, or fax) shall be made to the Department's Parole Supervisor and to the assigned Parole Officer when known. In addition, the vendor must record and report the event monthly using the automated spreadsheet provided by the Department.

The vendor will report on all offenders who dilute urinalysis samples or otherwise attempt to interfere with the drug testing process. The vendor must record and report these events monthly using the automated spreadsheet provided by the Department.

The vendor will provide monthly reports to the Probation and Parole Unit summarizing urinalysis statistics that attest to the performance of the substance abuse testing system for offenders under community supervision. These monthly reports will be comprised of three sections: Urinalysis, Treatment and Education. Each report will reflect information for the given month.

At a minimum, these reports will include the information defined below:

- The URINALYSIS section of the monthly report will include:
  - (1) the total number of specimens tested;
  - (2) the number of *offenders* tested;
  - (3) the numbers and percentages of mandatory, random and treatment tests performed;
  - (4) The numbers and percentages of positive test results (both aggregate and by substance).

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- The TREATMENT section of the monthly report will include:
  - (1) the total number of offenders enrolled in in-patient and out-patient treatment programs;
  - (2) the total number of completed assessments;
  - (3) the numbers and percentages of “successful completions” of the programs;
  - (4) the numbers and percentages of “negative terminations” from the programs;
  - (5) the numbers and percentages of “reasons for failure” from a program (e.g. lack of attendance, return to the ACI, positive urine test, etc.).
- The EDUCATION section of the monthly report will detail the educational program initiatives and offender participation in educational sessions.

The contractor will aggregate the monthly data reports (as defined above) and provide an annual summary report to the Probation and Parole Unit Supervisor.

The vendor agrees to cooperate with the Department on any research initiatives relating to this project.

The vendor will maintain a year to date log of aggregated expenditures.

### **SAMPLE STATISTICS**

This section is intended to provide interested vendors with an overview of how the Department expects to have funds allocated among the various services included in this project. *This information should serve as a reference only.* The Department will work in consultation with the selected vendor to more clearly define how funds should be allocated to different services, based on the needs of the offender population at the time.

The information below summarizes services provided through the contract during the 12-month period. Prospective vendors should expect that allocation of the various categories of service can and does vary considerably over time.

<b>Urinalysis Testing (total tests):</b>	<b>2354</b>
<b>Total # of mandatory tests:</b>	<b>1885</b>
<b>Total # of random tests:</b>	<b>178</b>
<b>Total # of treatment tests:</b>	<b>200</b>
<b>Total # of for cause tests:</b>	<b>91</b>
 <b>Substance Abuse Assessments:</b>	 <b>146</b>
 <b>Individual Counseling (total <u>clients</u>):</b>	 <b>953</b>
 <b>Education Group (total <u>clients</u>):</b>	 <b>1224</b>
 <b>Outpatient + Intensive Outpatient Treatment (total <u>clients</u>):</b>	 <b>207</b>

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### **SECTION 4 -- TECHNICAL PROPOSAL**

**Narrative & format:** *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** – {Example: Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of xxx.}
2. **Capability, Capacity, and Qualifications of the Offeror** – {Example: Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.}
3. **Work Plan** – {Example: Describe in detail, the framework within which requested services will be performed. The following elements must be included: xxx.}
4. **Approach/Methodology** – {Example: Define the methodology and procedures to be used.}

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**SECTION 5 -- COST PROPOSAL**

**COST PROPOSAL SUMMARY**

Offeror: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Taxpayer ID#: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Service	Cost per Unit Year 1
Substance abuse testing for each collected specimen.	
In-patient treatment service per offender per day.	
Out-patient treatment service per offender per event/Individual Counseling	
Out-patient treatment service per offender per event/Group Counseling	
Educational class per session.	
Substance abuse assessment per offender.	
Psychiatric assessment per offender.	
Psychiatric medication and monitoring follow-up, per visit.	

**OR**

**Detailed Budget and Budget Narrative:** {Example: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.}

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### **SECTION 6 -- EVALUATION AND SELECTION**

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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### **SECTION 7 -- PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [\[gail.walsh@purchasing.ri.gov\]](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **the RFP #** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7465367 – Substance Abuse Testing and Treatment for Offenders on Parole**” to:

**RI Dept. of Administration**  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

**NOTE:** Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed four-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.

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4. A separate ***Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. A **separate, signed and sealed *Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

### **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.